STANDARD FORM NO. 64 ~~SECRET~~ CONFIDENTIAL
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR DATE: 17 February 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 7

I. SIGNIFICANT ITEMS: NONE

II. OTHER ITEMS:

A. Progress on Conversion to New T/O

The Personnel Section has completed approximately one-half of the mass transfer action to conform to the new organizational structure of the Office of Training as approved by the Classification and Wage Division 3 February 1955. It is expected that this transfer will be completed by 26 February.

B. DDI Training Officers Meeting

The AO/TR explained the processing of external training requests within OTR to the DDI Training Officers on Tuesday, 15 February.

C. Assistant Personnel Officer's Trip to [redacted] 25X1

25X1 1. [redacted] Assistant Personnel Officer, OTR, met with several officials at [redacted] to discuss eligibility for the Career Service. Recommendations concerning policy and procedures for handling Career Service applications on Base personnel will be presented at the next Career Service Board meeting.

25X1 2. [redacted] made arrangements with [redacted] 25X1
25X1 and the Assistant Chief for [redacted] Training for the Personnel Officer,
25X1 [redacted] to recruit local clerical personnel for the training activity. This recruitment effort was initiated on 15 February 1955.

3. [redacted] Personnel Officer/ 25X1
25X1 [redacted] discussed several other personnel problems which should be resolved very shortly. These include the conversion of CPC personnel to the GS schedules, payment of the 15% differential in lieu of overtime to standby personnel, the more secure handling of certain personnel forms, and Career Planning.

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. 41 NO CHANGE
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D. Space Changes and Alterations Within OTR

1. The following moves were made within Building [redacted] on 9 February 1955: 25X1

25X1

	FROM	TO
[redacted]	201B	108
	204	113
	204	115
	204	125
	115	129
	113	127

2. Room 1132 "I" Building, former Reception Room at Gate 1, was made available to the Logistics Office for reassignment to another Agency component for the period 14 February through 15 September 1955. This space will be returned to OTR for use for the Language and External Training School after the expiration of this period.

3/ The three instructors and one secretary of the World Communism Course were moved from Building [redacted] to Room 2102 Alcott Hall on 9 February 1955. Room 2103 Alcott Hall will be used as the classroom for this course. 25X1

4. A partition was installed in Room 1103 Alcott dividing this two bay room into two separate offices, one for [redacted] and one for [redacted] The space vacated by [redacted] Room 1105, was made available to the Chief of the JOT Program for use by [redacted] 25X1 25X1 25X1 25X1

E. The registrar distributed the Montly Report of Training for January on Monday, 14 February 1955.

F. Lectures on Career Planning

25X1 [redacted] along with FI and PP Career Management Officers, spoke on Career Planning at a recent class of the Clandestine Services Review course.

25X1 G. [redacted]

Weekly report of the utilization of [redacted] is attached. 25X1 25X1

[redacted]

Attachment

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